

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System City of Randleman ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 4
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Lagray Matthews TITLE General Manager
SALARY \$ 63,024.00 BONUS \$ 3,174.10 BENEFITS Yes ☒ No ☐ HIRE DATE 8/20/79

NAME David Hardison TITLE Assistant Manager
SALARY \$ 36,774.40 BONUS \$ 1,634.96 BENEFITS Yes ☒ No ☐ HIRE DATE 5/11/93

NAME Deborah Tucker TITLE Clerk
SALARY \$ 29,931.20 BONUS \$ 1,182.90 BENEFITS Yes ☒ No ☐ HIRE DATE 9/26/95

NAME Walter Gatewood TITLE Clerk / stock clerk part time
SALARY \$ 21,434.46 BONUS \$ 1,000.00 BENEFITS Yes ☒ No ☐ HIRE DATE 2/05/88

NAME Robert Brown, Sr. TITLE Clerk - Part Time
SALARY \$ 10,075.23 BONUS \$ 265.00 BENEFITS Yes ☐ No ☒ HIRE DATE 7/22/05

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Lagray Matthews TITLE General Manager
SALARY \$ 63,128.00 BONUS \$ 3,040.20 BENEFITS Yes ☒ No ☐ HIRE DATE 8/20/79

NAME David Hardison TITLE Assistant Manager
SALARY \$ 35,448.40 BONUS \$ 1,372.48 BENEFITS Yes ☒ No ☐ HIRE DATE 5/11/93

NAME Deborah Tucker TITLE Clerk
SALARY \$ 28,854.60 BONUS \$ 1,125.06 BENEFITS Yes ☒ No ☐ HIRE DATE 9/26/95

NAME Walter Gatewood TITLE Clerk / stock clerk
SALARY \$ 23,815.08 BONUS \$ 794.57 BENEFITS Yes ☒ No ☐ HIRE DATE 2/05/88

NAME Robert Brown, Sr. TITLE Clerk
SALARY \$ 22,115.60 BONUS \$ 410.40 BENEFITS Yes ☒ No ☐ HIRE DATE 07/22/05

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Lagray Matthews TITLE General Manager
SALARY \$ 58,082.40 BONUS \$ 2,755.70 BENEFITS Yes ☒ No ☐ HIRE DATE 8/20/79

NAME David Hardison TITLE Assistant Manager
SALARY \$ 29,904.40 BONUS \$ 1,105.68 BENEFITS Yes ☒ No ☐ HIRE DATE 5/11/93

NAME Deborah Tucker TITLE Clerk
 SALARY \$ 27,440.00 BONUS \$ 803.28 BENEFITS Yes ☐ No ☐ HIRE DATE 9/26/95

NAME Walter Caldwell TITLE Clerk / stock clerk
 SALARY \$ 12,646.57 BONUS \$ 547.06 BENEFITS Yes ☐ No ☐ HIRE DATE 2/05/88

NAME Robert Brown Sr. TITLE Clerk
 SALARY \$ 20,000.00 BONUS \$ 410.40 BENEFITS Yes ☒ No ☐ HIRE DATE 07/22/05

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

C.O. Hayes, Jr. \$1800.00 Milo Hunter \$1200.00
Donald Presnell \$1200.00

Fiscal Year 2008

C.O. Hayes, Jr. \$1800.00 Milo Hunter \$1100.00
Donald Presnell \$1200.00

Fiscal Year 2007

C.O. Hayes, Jr. \$1300.00 Milo Hunter \$891.66
Donald Presnell \$891.66

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 3/06 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☐

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009?

Submitted by Name Lagay Martin Title General Manager Date: 11/24/09

CITY OF RANDLEMAN
ALCOHOLIC BEVERAGE CONTROL BOARD

620 W. Academy St., Randleman, NC 27317

BOARD MEMBERS

C.O. Hayes, Jr., *Chairman*
Donnie Presnell
Milo Hunter

MANAGER

Lagray Matthews

Benefits for City of Randleman ABC Board:

Health Insurance

State Retirement

401-K

**CITY OF RANDLEMAN
ALCOHOLIC BEVERAGE CONTROL BOARD**

620 W. Academy St., Randleman, NC 27317

BOARD MEMBERS

C.O. Hayes, Jr., *Chairman*
Donnie Presnell
Milo Hunter

MANAGER

Lagray Matthews

March 2006

**TRAVEL POLICY FOR MEMBERS AND PERSONNEL OF THE
RANDLEMAN ABC BOARD**

The policy listed below will apply to Board Members and personnel of the Randleman ABC Board, while traveling outside of the City of Randleman on Official ABC business:

1. Board members and personnel travel expense, rooms, meals and out-of-pocket Expenses will be reimbursed by the board when supported with receipts.
2. Spouses traveling with Board Members and personnel will pay their own expense for meals, rooms and out-of-pocket expenses. (The rate paid for rooms by the spouse should be the difference between the lowest single and double room rate.) When a flat room rate is charged, then the spouse will not pay.
3. Official functions attended by Board Members and personnel (banquet tickets, etc.) with their spouses, the spouse is responsible for their own expense.
4. Travel expense when using private vehicles will be reimbursed at rate per mile. (Federal Rate set by the Internal Revenue Service)

Local ABC System
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To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Red Springs ABC #119

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 4 other _____
2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME CARL BOUNDS TITLE Manager
SALARY \$ 25K BONUS \$ 750.00 BENEFITS Yes ☒ No ☐ HIRE DATE 09/02

NAME CLERNCE MONROE TITLE Asst. Manager
SALARY \$ 23,647 BONUS \$ 700.00 BENEFITS Yes ☒ No ☐ HIRE DATE 03/08

NAME Barnard Murray TITLE Part time clerk
SALARY \$ 9.00 hr BONUS \$ 100.00 BENEFITS Yes ☐ No ☒ HIRE DATE 09/97

NAME Addie Dunahoe TITLE part time clerk
SALARY \$ 9.00 hr BONUS \$ 100.00 BENEFITS Yes ☐ No ☒ HIRE DATE 11/96

NAME JAMES Locklear TITLE Part time clerk
SALARY \$ 9.00 hr. BONUS \$ 100.00 BENEFITS Yes ☐ No ☒ HIRE DATE 1/07

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME CARL BOUNDS TITLE MANAGER
SALARY \$ 25K BONUS \$ 650.00 BENEFITS Yes ☒ No ☐ HIRE DATE 09/02

NAME CLERNCE MONROE TITLE Asst. Mgr.
SALARY \$ 22,000 BONUS \$ 500.00 BENEFITS Yes ☒ No ☐ HIRE DATE 03/08

NAME Barnard Murray TITLE Part time clerk
SALARY \$ 8.50 hr. BONUS \$ 100.00 BENEFITS Yes ☐ No ☒ HIRE DATE 09/97

NAME Addie Dunahoe TITLE part time clerk
SALARY \$ 8.50 hr. BONUS \$ 100.00 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME JAMES Locklear TITLE part time clerk
SALARY \$ 8.50 BONUS \$ 100.00 BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Carl Bounds TITLE Manager
SALARY \$ 25K BONUS \$ 650.00 BENEFITS Yes ☒ No ☐ HIRE DATE 09/02

NAME JACKIE Bounds TITLE Full time clerk
SALARY \$ 17,500 BONUS \$ 400.00 BENEFITS Yes ☒ No ☐ HIRE DATE 09/06

NAME Barnard Murray TITLE Part time clerk
 SALARY \$ 8.00 hr. BONUS \$ 50.00 BENEFITS Yes ☐ No ☒ HIRE DATE 09/97

NAME Addie Dunahoe TITLE part time clerk
 SALARY \$ 8.00 hr BONUS \$ 50.00 BENEFITS Yes ☐ No ☒ HIRE DATE 11/96

NAME James Lockbar TITLE part time clerk
 SALARY \$ 8.00 BONUS \$ 50.00 BENEFITS Yes ☐ No ☒ HIRE DATE 01/07

3. Please attach a list of the benefits you pay to your 5 highest paid employees. See reverse

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Malcolm Watson \$900.00, ALTON McNeill \$600.00
C.G. ARRINGTON JR. \$600.00

Fiscal Year 2008

Malcolm Watson \$900.00, ALTON McNeill \$600.00
C.G. ARRINGTON JR. \$600.00

Fiscal Year 2007

Malcolm Watson \$900.00, ALTON McNeill \$600.00
C.G. ARRINGTON JR. \$600.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 2007 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☐

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$892.00

Submitted by Name Carl Bounds Title: Manager Date: 01/23/09

THE RED SPRINGS ABC BOARD TRAVEL POLICY AND PROCEDURES

SECTION 1 – PURPOSE

It is the purpose of these regulations to establish the procedures for authorizing Employee and Board Member travel and to describe the system of reimbursement of travel expense.

SECTION 2 – SCOPE

This administrative policy applies to Board Members appointed and ABC employees who have a need to travel on official business for the Town.

SECTION 3 – AUTHORIZATION

The authorization of all travel involving the use of ABC Store funds will be as follows:

- a. The ABC Board must approve travel by Board Members and Store Manager.
- b. The Store Manager must approve travel by store employees.

SECTION 4 – APPROVED TRAVEL

Travel will be approved for legitimate ABC Store purposes including schools, seminars, conferences and other business related activities.

SECTION 5 – TRAVEL WITH SPOUSE AND/OR FAMILY

Spouses and/or family members may accompany a Board Member or employee on approved trips. However, the ABC Store will reimburse for only those expenses in which the Board Member or employee would normally incur, if traveling alone.

SECTION 6 – TRAVEL WITH SOMEONE FROM ANOTHER TOWN

Where travel is shared, reimbursement requires proper receipts for reimbursement.

SECTION 7 – TRAVEL ARRANGEMENTS

Use of a travel agent is encouraged when making travel arrangements. When an organization offers housing and meal registration services, such services shall be utilized. Any expenses incurred in making travel arrangements by ABC Board Members or employee representatives shall be billed to the Red Springs ABC Board or to the individual's personal credit/bank card.

SECTION 8 – TRAVEL BY AIR

Only tourist class or other special fares may be used by ABC Board members or employees for air travel. Unnecessary changes in schedules, which result in a higher cost, will result in the difference in the cost to be borne by the ABC Board representative.

SECTION 9 – TRAVEL BY PRIVATE CAR

The rate for reimbursement for travel shall be the same as the federal allowable rate. No reimbursement will be made for expenses incurred in making repairs or towing – coverage for these expenses is provided for in the mileage rate. The employee will be reimbursed for parking fees.

SECTION 10 – PUBLIC TRANSPORTATION

The ABC Store will reimburse Board Members and employees for reasonable, actual public transportation expenses (subway, taxi, bus, etc.), while on out-of-town business. Receipts shall be obtained when feasible.

SECTION 11 – LODGING AND MEALS

Lodging shall be at a reasonable price and shall be obtained through conventions, schools or meeting registrations when available. Reimbursements shall be made for actual, reasonable expenses.

SECTION 12 – MEALS

The traveling ABC Board member or employee will be reimbursed for actual expenses incurred for meals and tips not exceeding 15%.

Subsistence Allowable For Three Meals

	<u>In-State</u>	<u>Out-of-State</u>
Breakfast	\$ 9.00	\$ 13.00
Lunch	11.00	14.00
Dinner	<u>17.50</u>	<u>23.50</u>
Total	<u>\$37.50</u>	<u>\$ 50.50</u>

An ABC Board member or employee staying overnight on approved ABC Board business may combine daily meal allowances at his/her discretion, providing the total daily reimbursement does exceed the total daily allocation listed above. Subsistence allowance for meals can be adjusted based on CPI.

SECTION 13 – TELEPHONE

All telephone calls must be business related. ABC Board representatives and employees are allowed one brief “safe arrival” call upon arriving at their destination, when traveling.

SECTION 14 – OTHER EXPENSES

Tips for handling baggage at common carrier terminals and upon arriving at or departing from place of lodging are allowed. Tips for room service, valet and other hotel services are not reimbursable. The cost of laundry, entertainment, alcoholic beverages, "set-ups," between meal snacks or refreshments and other personal expenses are not reimbursable.

SECTION 15 – AUTHORIZATION FOR EXCESS EXPENDITURES

Authorization for excess expenditures for in-state and out-of-state travel may be approved by the Store Manager when it is determined that due to extraordinary circumstances, more economical accommodations are not available.

SECTION 16 – TRAVEL ADVANCE

If advance of travel funds is requested, a written request must be submitted to the Store Manager at least five (5) working days prior to the event. The Store Manager may request additional information or seek approval from the ABC Board on all travel advances.

SECTION 17 – TRAVEL EXPENSE REPORTS


The ABC Board representative or employee shall complete a Travel Expense Report and submit it to the Store Manager for approval. The report shall be submitted within five (5) working days after any travel. Bills and receipts supporting the expenditures must be attached. Any expense not supported by a receipt may be disallowed.

SECTION 18 – AUDIT

The Travel Expense Report for ABC Board Members and employees shall be reviewed by the Store Manager. If the report is in compliance with the Store travel policy and with proper documentation, the ABC Board member or employee will be reimbursed for any expense he/she incurred above the amount of a cash advance. If the travel advance exceeds the actual travel expenses, the ABC Board member or employee will submit a check or cash for the amount due the Store with the Travel Expense Report. The final expense report requires the signature of the Store Manager and the ABC Board chairman.

SECTION 19 – AMENDMENTS

Changes and amendments to this policy require approval of the ABC Board.


Malcolm C. Watson, Chairman

2-4-04
Date

919-661-5927

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 Compensation and Benefits Survey
 Please Return on or before December 1, 2009
 To Laurie Lee, NC ABC Commission
 4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System

Reidsville

ABC Employees

1. How many employees does your ABC system have? full-time 5 part-time 2
 other N/A

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 - June 30, 2009)

NAME <u>Jodi M. Langel</u>	TITLE <u>General Manager</u>
SALARY \$ <u>44,048.00</u> BONUS \$ <u>3800.00</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u>April 1984</u>
NAME <u>Virginia Blackwell</u>	TITLE <u>clerk/cashier</u>
SALARY \$ <u>29,526.00</u> BONUS \$ <u>200.00</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u>Aug 2001</u>
NAME <u>Janet Smith</u>	TITLE <u>clerk/cashier</u>
SALARY \$ <u>26,772.00</u> BONUS \$ <u>200.00</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u>May 1974</u>
NAME <u>Linda Gammon</u>	TITLE <u>clerk/cashier</u>
SALARY \$ <u>26,772.00</u> BONUS \$ <u>200.00</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u>Aug 1987</u>
NAME <u>Wendy Moss</u>	TITLE <u>clerk/cashier</u>
SALARY \$ <u>26,772.00</u> BONUS \$ <u>200.00</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u>March 2000</u>

Fiscal Year 2008 (July 1, 2007 - June 30, 2008)

NAME <u>Jodi M. Langel</u>	TITLE <u>General Manager</u>
SALARY \$ <u>41,963.00</u> BONUS \$ <u>3400.00</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u> </u>
NAME <u>Virginia Blackwell</u>	TITLE <u>clerk/cashier</u>
SALARY \$ <u>29,006.00</u> BONUS \$ <u>200.00</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u> </u>
NAME <u>Janet Smith</u>	TITLE <u>clerk/cashier</u>
SALARY \$ <u>25,992.00</u> BONUS \$ <u>200.00</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u> </u>
NAME <u>Linda Gammon</u>	TITLE <u>clerk/cashier</u>
SALARY \$ <u>25,992.00</u> BONUS \$ <u>200.00</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u> </u>
NAME <u>Wendy Moss</u>	TITLE <u>clerk/cashier</u>
SALARY \$ <u>25,992.00</u> BONUS \$ <u>200.00</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u> </u>

Fiscal Year 2007 (July 1, 2006 - June 30, 2007)

NAME <u>Jodi M. Langel</u>	TITLE <u>General Manager</u>
SALARY \$ <u>39,945.00</u> BONUS \$ <u>N/A</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u> </u>
NAME <u>Virginia Blackwell</u>	TITLE <u>clerk/cashier</u>
SALARY \$ <u>27,832.00</u> BONUS \$ <u>200.00</u>	BENEFITS Yes <u>X</u> No <u> </u> HIRE DATE <u> </u>

NAME Tamit Smith TITLE clerk/cashier
 SALARY \$ 25,235.00 BONUS \$ 200.00 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME Linda Gamm TITLE clerk/cashier
 SALARY \$ 25,235.00 BONUS \$ 200.00 BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME Wendy Neal TITLE clerk/cashier
 SALARY \$ 25,235.00 BONUS \$ 200.00 BENEFITS Yes ☐ No ☐ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Charles Garrison James Setliff Calvin Crawford
1000.00 900.00 900.00

Fiscal Year 2008

Charles Garrison James Setliff Calvin Crawford
900.00 1000.00 900.00

Fiscal Year 2007

Charles Garrison James Setliff Calvin Crawford
1000.00 900.00 900.00

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service? Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1993 Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1993 Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☒

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private donors? Yes ☒ No ☐

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ☐ If yes, when was it instituted? 1993 Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 496.14

Submitted by Name John Fangel Title: General Manager Date: 12-3-09

LIMITATION ON EMPLOYMENT OF RELATIVES

Two members of an immediate family shall not be employed in the same administrative department or store at the same time. Neither shall two members of an immediate family be employed at the same time, regardless of the administrative department or store, if such employment will result in an employee supervising a member of his immediate family. This policy applies to promotions, demotions, transfers, reinstatements, and new appointments. The provisions of this section shall not be retroactive, and no action is to be taken concerning those members of the same family employed at the time of the adoption of this section. Immediate family is defined as wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandmother, grandfather, grandson, granddaughter, stepmother, stepfather, stepbrother, or stepsister.

Benefits

Health insurance

State Retirement

401(k)

Sick leave

Paid vacation

Longevity Pay (50.00 each year of service)

EMPLOYMENT WITH THE ABC BOARD

The ABC Board Personnel Manual is intended for informational purposes only so that employees may be familiar with ABC Board rules and requirements. These employment policies, rules, practices, and other ABC Board communications shall not be deemed to create an employment contract or employment agreement for any specific term. All ABC Board employees are to be considered employees at will, which means that either the ABC Board or any employee may terminate the employment relationship at any time with or without reason.

In addition to this Personnel Manual, each work area within the ABC Board has its own practices and procedures that employees within those areas need to comply with. Employees will also periodically receive further information regarding employment policies through notices, memorandums, and employee meetings.

The ABC Board Personnel Manual will be reviewed and changed from time to time. In most cases, employees will receive advance notice of any change, although the ABC Board reserves the right to revoke, suspend, or alter any policy, procedure, or practice when required without prior notice.

The ABC Board is committed to the principle that all employment decisions shall be made on a non-discriminatory basis, without regard to an applicant's or employee's race, religion, color, national origin, sex, age, or disability. The ABC Board is an equal opportunity employer, and all management and supervisory personnel are responsible for implementing this policy within their respective work areas.

The ABC Board does not violate the law and does not tolerate those who do. If you believe that anyone in or associated with the ABC Board has requested or directed you to do anything that violates the law, or has prohibited you from doing anything that the law requires you to do, you must report this immediately to either the General Manager or the Chairman of the ABC Board.

In the interest of brevity and ease of reading, this Personnel Manual contains masculine terms only. The use of words such as "he" or "his" without the use of corresponding feminine terms is in no way meant to suggest that female applicants or employees are either thought of or treated in a different manner from their male counterparts.

APPOINTMENTS AND HIRING

All employees are employed at will and may be terminated with or without cause. The General Manager shall be responsible for recruiting and employing such employees as are needed to adequately staff and manage all ABC departments. Each applicant must file an application for employment with the ABC Board. All applicants will be screened for criminal backgrounds, and may be asked to submit to drug testing. The General Manager shall determine the salary for all employees in accordance with the ABC Board salary scale.

Employees shall meet the employment standards established by the position and any minimum standards set by the General Manager. All appointments and promotions of employees shall be made solely on the basis of merit and fitness. Employment practices shall at all times adhere to the laws guaranteeing equal employment to all persons, without regard to race, creed, color, sex, age, national origin, or disability (which includes lifting cases without a problem). Any falsehood on the employment application submitted shall be grounds for dismissal or rejection of the applicant.

All appointments to personnel positions shall be subject to a probationary period of three months.

A new employee may be dismissed without notice or cause at any time during the probationary period if the General Manager believes that the employee is not capable of doing the assigned work. Such dismissal shall occur only with concurrence of the General Manager or Board. The employee may also resign without notice and without prejudice during the probationary period.

Temporary and part time employees shall also be subject to screening for criminal backgrounds, and are also subject to the drug testing.

All persons hired into a permanent position and have completed the three months probationary period are considered permanent employees.

All persons hired into a part-time position and have completed the probationary period are considered permanent part-time employees. Employees in this category will not be eligible for vacations, sick leave, insurance or longevity pay and will be paid on an hourly basis to be determined by the General Manager. Part-time employees are hired to work on an occasional as needed basis filling in for full time employees on vacation, or out sick.

REIDSVILLE BOARD OF ALCOHOL CONTROL

TRAVEL POLICY

Members of the Reidsville Board of Alcohol Control and staff who are required to travel on official ABC Board business are to comply with the following guidelines. All will be reimbursed for all reasonable expenses incurred as a result of travel.

1. Travel of official ABC business must be authorized by the Board.
2. Airline travel, limousines to and from airports, baggage, tips at airports, hotel/motel, are reimbursable at actual cost incurred.
3. Use of personal vehicle for official business is reimbursable at ~~20~~ ^{current IRS rate} cents per mile. The rate shall change from time to time to conform to the IRS allowance for business travel.
4. Lodging costs will be reimbursed at the actual amount incurred. Receipts for lodging costs must be submitted with expense form.
5. Registration fees for conference or convention will be reimbursed.
6. Reasonable expenditures will be allowed for meals and gratuity but are subject to verification if deemed excessive.
7. Phone calls for official ABC business are reimbursable; personal calls are not reimbursable. In addition, one "safe arrival" long distance call shall be reimbursed.

In recognition of the value and benefit to the Reidsville Board of Alcohol Control of being represented at out-of-town conferences and conventions by the Board members and Manager, it is a policy of the Reidsville Board of Alcohol Control to pay all travel expenses of the spouses of said individuals at such out of town conferences/conventions, etc. This policy is in effect for the City of Reidsville Travel Policy effective August 1, 1992.

Manager will prepay registration fees, meals, one night's lodging, airfare and events that are a planned part of the meeting in advance when possible.

Submit expense form and receipts for reimbursement. The Manager will check that it is mathematically correct, and approve for payment. The Chairman will approve payment for Manager. All must be submitted no later than (30) thirty days upon completion of any travel.

This policy was adopted by the Reidsville ABC Board at its meeting on February 9, 1993.

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Rockingham

ABC Employees

1. How many employees does your ABC system have? full-time 5 part-time 5
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Mack Odom TITLE General Manager
SALARY \$ 40,040 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 02/20/01

NAME Gene Wall TITLE Store 2 Manager
SALARY \$ 33,474 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 08/01/96

NAME Ann Rishel TITLE Bookkeeper
SALARY \$ 30,160 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 10/28/02

NAME Bruce Covington TITLE Shift Leader
SALARY \$ 22,496 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 07/07/07

NAME Sergio DiLorenzo TITLE Shift Leader
SALARY \$ 22,496 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 01/25/06

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Mack Odom TITLE General Manager
SALARY \$ 40,040 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 02/20/01

NAME Gene Wall TITLE Store 2 Manager
SALARY \$ 33,474 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 08/01/96

NAME Ann Rishel TITLE Bookkeeper
SALARY \$ 30,160 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 10/28/02

NAME Bruce Covington TITLE Shift Leader
SALARY \$ 22,496 BONUS \$ 22,496 BENEFITS Yes ☒ No ☐ HIRE DATE 07/07/07

NAME Sergio DiLorenzo TITLE Shift Leader
SALARY \$ 22,496 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 01/25/06

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Kent Mabe TITLE Manager
SALARY \$ 42,120 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 5/26/06

NAME Gene Wall TITLE Shift Leader
SALARY \$ 27,300 BONUS \$ _____ BENEFITS Yes ☒ No ☐ HIRE DATE 08/01/96

NAME JACK MYERS TITLE CLERK
SALARY\$ 8424 BONUS\$ BENEFITS Yes No X HIRE DATE 10/13/99

- JASON DEANE 2400,00 , Bob McLESTER 1200,00
Alice WARRICK 1200,00

JASON DEANE 2400.00, Bob McLESTER 1200.00
ALICE WARRICK 1200.00

JASON DEANE 2400.00, Bob McLESTER 1200.00
Scott Thomas 1200.00

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 3818.28

Submitted by Name MACK ODOM Title: GENERAL MANAGER Date: 11/27/09

Ethics

Section 12. Gifts and Favors

No employee of the City shall accept any gift, whether in form of service, loan, thing, or promise from any person who, to the employee's knowledge, is interested directly or indirectly in any manner whatsoever in business dealing with the City. The following may serve as exceptions, but employees should consult with supervisory personnel when in doubt as to the propriety:

- a. Advertising items or souvenirs of nominal value;
- b. Meals furnished at banquets;
- c. Honorariums for participating in meetings; and
- d. Consumable gifts offered to an entire work group during the holiday season where rejection would damage the spirit in which the gifts were offered.

No employee shall accept any gift, favor, or thing of value that may tend to influence that employee in the discharge of duties.

No employee shall grant in the discharge of duties any improper favor, service, or thing of value.

Any violation of this section shall subject the employee to dismissal or other disciplinary action.

Section 13. Solicitations

Except as specifically approved by the Manager, no employee shall solicit pledges or contributions for any cause during working hours.

Section 14. General Service Regulations

The following provisions shall be known as general service regulations and shall apply to City employees:

- a. Behavior and Common Courtesy. When contacting the public in any manner, especially on public business, City employees shall do so in a courteous manner. Every employee shall, at all times, endeavor to conduct himself or herself in a manner that reflects credit upon his or her department and the government of the City of Rockingham.

- b. Disclosure of Confidential Information. No official or employee shall, without the approval of his superior, disclose confidential information concerning the property, government, or affairs of the City. Nor shall he or she under any circumstances use such information to advance the personal, financial, or other private interests of himself or others.
- c. Non-discrimination. No discrimination shall be exercised, threatened, or promised against or in favor of any applicant, competitor, or employee because of his race, religion, national origin, political beliefs, or sex.
- d. Use of Intoxicants. No employee shall use intoxicating beverages or drugs of any kind while on duty, nor shall an employee report for duty while under the influence of an intoxicant or drug.
- e. Use of City-Owned Equipment. No employee shall take for his personal use any City-owned equipment. All employees shall use City-owned equipment only in the manner authorized by the Manager. An employee who is on call may be authorized to take a vehicle to his residence by his department head, after approval has been granted by the manager. All others shall remain at the work location during off-duty hours. Personal use of City vehicles and use of City gasoline in privately owned vehicles is strictly prohibited.
- f. Surrender of Property. An employee who is suspended or discharged shall be requested to return all items of equipment, including uniforms, owned by the City. Return of such equipment must precede the issuance of an employee's final paycheck.
- g. Personal Indebtedness. It is expected that each employee of the City will keep his personal affairs arranged in such a way that the City will not be embarrassed by excessive personal indebtedness.
- h. Purchase of Equipment/Supplies. No employee shall purchase for personal use any equipment or supplies through City purchase accounts. Purchase of safety shoes and other items used in the performance of employee duties must be authorized by the Manager.

- i. Off-Duty Conduct. Generally, the City regards the off-duty activities of employees to be their own personal matter rather than that of the City. However, certain types of off-duty activities represent potential concern and liability to the City. For that reason, employees who engage in or are associated with illegal or immoral conduct, the nature of which adversely affects public trust and confidence in the City of Rockingham, or their own ability or credibility to carry out their assigned responsibilities, may be subject to dismissal or other disciplinary action.

~~Employees serving a probationary period following initial employment in a permanent position will receive all benefits provided in accordance with this Ordinance, with the following exceptions or as otherwise provided:~~

- ~~a. Employees may accumulate vacation leave but will not be permitted to take vacation leave during the probationary period unless the denial of such leave will create an unusual hardship. Vacation leave may be taken during the probationary period only with the approval of the department head. New police appointees may take leave after six (6) months of employment.~~
- ~~b. Employees serving a probationary period following a promotion will continue to receive all benefits provided in accordance with this policy.~~

~~Before completion of the probationary period, the department head shall complete at least one (1) performance evaluation of such employee and shall indicate in writing to the Manager:~~

- ~~a. that he has discussed the new employee's progress (accomplishments, strengths, and weaknesses) with the new employee;~~
- ~~b. whether the new employee is performing satisfactory work;~~
- ~~c. whether the probationary period should be extended; and~~
- ~~d. whether the employee should be retained in his or her present position or be released, transferred, or demoted.~~

~~If retained, the employee shall be considered a regular employee.~~

Nepotism

Section 8. Limitations of Employment of Relatives

- A. The City discourages the hiring of relatives in the same department. Two members of an immediate family shall not be employed at the same time if such employment will result in an employee directly or indirectly supervising a member of his or her immediate family. This policy applies to promotions, demotions, transfers, and reinstatements, as well as new appointments.
- B. No action will be taken by reason of this section to transfer members of the same family who were employed in the same department or administrative unit prior to the adoption of this Ordinance.

- C. For purposes of definition, immediate is defined as spouse, mother, father, guardian, children, sister, brother, grandparents, grandchildren, father-in-law, mother-in-law, plus the various combinations of half, step, and adopted relations that can be derived from those named.

TRAVEL

ARTICLE XI. TRAVEL EXPENSE

Section 1. Coverage

The provisions of this Article are applicable to all City employees plus other individuals officially designated to travel on business trips in behalf of the City.

Section 2. Travel Authorization

Travel on official business outside of the City must be approved by the Department Head and authorized by the City Manager. A request for travel should describe the travel requested, the purpose of the proposed trip, the amount of funds needed, and the period of time away from the City.

Section 3. Travel Reimbursement

- A. Use of a City vehicle - the City will pay the total cost of operation and maintenance.
- B. Use of personal vehicle - the established rate per mile will be paid to cover costs of travel and ownership of the vehicle. Mileage for travel will be paid based on the most reasonable route of traveling from point to point and at the existing approved rate per mile.
- C. Travel by public conveyance - actual cost of the fare will be paid.
- D. The City Manager reserves the right to determine the mode of travel and that for which the City will pay expenses.

Section 4. Official Business Expenses

Personnel traveling outside the City limits on official business will be compensated for all expenses including but not limited to meals, hotel or motel accommodations, tips, taxis, buses, baggage handling, etc. Acceptable expenses will also include such things as registration fees, tuition, books, and other related expenses. Employees will be expected to begin and end business trips as soon as practical after the conclusion of their stated business. Receipts must be obtained for lodging. Other acceptable expenses will be paid at a reasonable approved rate as interpreted by the City Manager.

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

Name of ABC System Roseboro ABC

ABC Employees

1. How many employees does your ABC system have? full-time 2 part-time 1
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME <u>LARRY G. FANN</u>	TITLE <u>MGR</u>
SALARY\$ <u>28,600</u> BONUS \$ <u>550.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>July '90</u>
NAME <u>Julia T. Hall</u>	TITLE <u>Head Clerk</u>
SALARY\$ <u>18,200</u> BONUS \$ <u>350.00</u>	BENEFITS Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> HIRE DATE <u>Oct '99</u>
NAME <u>Felicia Woodrup</u>	TITLE <u>p/t clerk</u>
SALARY\$ <u>16,848</u> BONUS \$ <u>324.00</u>	BENEFITS Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> HIRE DATE <u>July '06</u>

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

Same as Above

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

Same as Above

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME _____	TITLE _____
SALARY\$ _____ BONUS \$ _____	BENEFITS Yes <input type="checkbox"/> No <input type="checkbox"/> HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees. included

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Walter Owen, CHA 900⁰⁰
Johnny Melvin + Ray Fisher 588⁰⁰ each

Fiscal Year 2008

Same as Above

Fiscal Year 2007

Same as Above

5. Do your board members receive insurance or retirement benefits? Yes ___ No X If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ✓ No ___ If so, what? TRAVEL + CONFERENCES

7. Do you have a travel policy for board members/employees? Yes ✓ No ___ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ✓ No ___ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ✓ No ___

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ___ No X

11. Do you have a nepotism policy in place for board members/employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ___ No X If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No X If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? N/A

Submitted by Name Walter Owen Title: CHAIRMAN Date: 11-28-09

Employee Benefits

LARRY FANN

Health, Life, Dental

Julia Hall

Life + Dental

TOWN of ROSEBORO
ALCOHOLIC BEVERAGE CONTROL BOARD

P. O. BOX 157
ROSEBORO, N.C. 28382

BOARD MEMBERS

D. WALTER OWEN, JR., CHAIRMAN
RAY CLARK FISHER
JOHNNY MELVIN, SR.
LARRY G. FANN, SUPERVISOR

ROSEBORO ABC BOARD
TRAVEL POLICY

Members of the Town of Roseboro ABC Board and staff who travel on official ABC Board business are to comply with the following:

- *Travel must be authorized by the Board
- *Airline travel, transportation to and from airports, baggage tips at airports, hotel/motel, are reimbursable at actual cost.
- *Use of personal vehicle for official business is reimbursable at going rate set by IRS. As of May 27, 1997 the rate is 31 cents per mile.
- *Overnight lodging must be substantiated by receipt.
- *Registration fees for conferences are allowable.
- *Meals are reimbursable with proper receipt, including tax and gratuity.
- *Telephone calls pertaining to ABC business are reimbursable, personal calls are not.
- *Reimbursement expenses are not allowed for family members or other persons who are not employed by the Roseboro ABC Board.

This policy was adopted by the ABC Board at its meeting on June 9, 1997.

RECEIVED

DEC 02 2009

NC ABC COMMISSION

TOWN of ROSEBORO
ALCOHOLIC BEVERAGE CONTROL BOARD

P. O. BOX 157
ROSEBORO, N.C. 28382

BOARD MEMBERS
D. WALTER OWEN, JR., CHAIRMAN
RAY CLARK FISHER
JOHNNY MELVIN, SR.
LARRY G. FANN, SUPERVISOR

June 9, 1997

Mr. Mike Herring, Administrator
N.C. State ABC Commission
PO Box 26687
Raleigh, N.C. 27611-6687

Dear Mr. Herring:

Members of the Town of Roseboro ABC Board and staff should comply with the following guidelines concerning meals, gifts, and advertising novelties from industry.

- A. Unsolicited business meals may not be accepted.
- B. No gifts, cash, or liquor may be accepted.
- C. Advertising novelties (shirts, hats, key chains, etc.) may be accepted by manager and distributed upon discretion.

The Town of Roseboro ABC Board prohibits any action from the liquor industry that might influence favoritism.

This policy was adopted by the ABC Board at its regular monthly meeting on June 9, 1997.

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System Rowan/Kannapolis ABC Board

ABC Employees

1. How many employees does your ABC system have? full-time 20 part-time 10-12
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

See Enclosed Info.

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

NAME _____ TITLE _____
 SALARY\$ _____ BONUS \$ _____ BENEFITS Yes ___ No ___ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees. Retirement/Health Ins.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Linda Lowman - \$150 Ken Argo - \$100
Marny Hendrick - \$100

Fiscal Year 2008

Marny Hendrick - \$150 Ken Argo - \$100
Gus Andrews - \$100

Fiscal Year 2007

Marny Hendrick - \$150 Ken Argo - \$100
Gus Andrews - \$100

5. Do your board members receive insurance or retirement benefits? Yes ___ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ___ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☒ No ___ If yes, when was it instituted? 2006 Please attach a copy. Addendum 10/2009

8. Do you have an ethics policy in place for board members/employees? Yes ☒ No ___ If yes, when was it instituted? 2006 Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ___ No ___ Yes - internally no-from industry

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☒ No ___

11. Do you have a nepotism policy in place for board members/employees? Yes ☒ No ___ If yes, when was it instituted? 2006 Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☒ No ___ If yes, when was it instituted? 2006 Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ___ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? \$10,050 Administrative \$3,300 for Law enforcement

Submitted by Name Fig. P. Palmer Title: Gen. Mgr. Date: 11-27-09

7/01/2008 - 6/30/2009

Name	Salary	Title	Hire Date
Terry Osborne	73,584	GM	7/15/2003
Julie Eller	56,712	Accountant	3/14/1991
Tommy Goodman	47,528	Whse. Mgr.	1/14/1993
Ronald Vellines	45,920	Manager	2/1/1980
Terry Crook	45,920	Manager	8/1/1979

7/01/2007 - 6/30/2008

Terry Osborne	68,282	GM	7/15/2003
Julie Eller	54,912	Accountant	3/14/1991
Tommy Goodman	46,021	Whse. Mgr.	1/14/1993
Ronald Vellines	44,418	Manager	2/1/1980
Terry Crook	44,418	Manager	8/1/1979

7/01/2006 - 6/30/2007

Terry Osborne	65,894	GM	7/15/2003
Julie Eller	51,902	Accountant	3/14/1991
Tommy Goodman	44,818	Whse. Mgr.	1/14/1993
William Belvin	44,221	Law Enforcement	1/1/2004
Ronald Vellines	43,083	Manager	2/1/1980

EMPLOYEE BENEFITS

Eligible employees of the Rowan/Kannapolis ABC Board are provided a wide range of benefits. A number of the programs (such as Social Security and workers' compensation) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee Manual.

The following benefit programs are available to eligible employees:

- Retirement Plan
- 401(k) Savings Plan
- Paid Holidays
- Medical Insurance
- Dental Insurance
- Life Insurance
- Bereavement Leave
- Sick Leave Benefits
- Vacation Benefits
- Workers Compensation
- Military Leave
- Jury Duty

Local Government Employee's Retirement Plan

All regular full-time ABC employees are automatically enrolled in the North Carolina Local Government Employee's Retirement System as a benefit of employment. Part-time assigned employees are eligible for the retirement plan upon request.

Each employee enrolled in the plan will contribute six (6) percent of their salary which is automatically deducted pre-taxed from payroll checks. The Rowan/Kannapolis ABC Board's contribution to an employees account is determined by the NC State Treasurer's Office.

Credit Union

Full-time employees are eligible to join the Local Governmental Employees Federal Credit Union at the time of employment. The credit union offers a wide range of financial services. The Rowan/Kannapolis ABC Board will participate in payroll deductions for savings and loan repayments.

State 401(K) Plan

All full-time regular employees are eligible to participate in the State 401K plan on a volunteer basis. If an employee elects to contribute a portion of their salary to the 401-K plan the deduction will be made through payroll. Voluntary contributions are pre-tax deductions. The Rowan/Kannapolis ABC does not make contributions to individual 401K plans. There is no waiting period for eligible employees.

Any employee leaving the employment of the Rowan/Kannapolis ABC Board system will forfeit all unused vacation days without additional compensation. This forfeiture provision applies to all categories of separation to include termination, resignation with or without notice, layoffs or retirement and pertains to all unused vacation days as of the date of separation.

Holidays

ABC Board will grant holiday time off to all employees on the holidays listed below:

- * New Year's Day (January 1)
- * Easter Monday
- * Independence Day (July 4)
- * Labor Day (first Monday in September)
- * Thanksgiving (fourth Thursday in November)
- * Christmas (December 25)

ABC Board will grant paid holiday time off to all eligible employees who have completed 60 calendar days of service in an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

- Regular full-time employees
- Exempt employees

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Health Insurance

The Rowan/Kannapolis ABC Board's health insurance plan provides employees and their dependents access to medical and dental insurance benefits. The ABC Board currently pays 100% of full-time employees cost of insurance. The employee is responsible for the cost of any dependants covered on the plan.

Eligible employees may participate in the health insurance plan subject to all terms and conditions of the agreement between Rowan/Kannapolis ABC Board and the insurance carrier.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA).

Details of the health insurance plan will be provided in advance of enrollment to eligible employees. Contact Administration for more information about health insurance benefits.

Life Insurance

Life insurance offers you and your family important financial protection. Rowan/Kannapolis ABC Board provides a basic life insurance plan for eligible employees.

Employees in the following employment classifications are eligible to participate in the life insurance plan:

- Regular full-time employees
- Exempt Employees

Eligible employees may participate in the life insurance plan subject to all terms and conditions of the agreement between ABC Board and the insurance carrier. Details of the basic life insurance plan including benefit amounts are described in the Summary Plan Description provided to eligible employees.

Workers' Compensation Insurance

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither ABC Board nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by ABC Board.

BUSINESS TRAVEL POLICY

The Rowan/Kannapolis ABC Board requires advance board approval for all out of town trips on ABC business (when possible and practical). When timing is an issue, travel should be reported to the General Manager and the Board Chairman prior to the trip then reported to the board at their next scheduled meeting.

The Rowan/Kannapolis ABC Board will reimburse all employees and Board members for customary and reasonable expenses related to approved travel on behalf of the ABC System. Such expenses shall include mileage, room, meals, registrations fees, and other similar expenses incurred. Employees shall submit a detailed expense request and attach all receipts and other documentation within three (3) business days after the conclusion of the trip.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by ABC Board may not be used for personal use without prior approval.

With prior approval, a family member or friend may accompany employees on business travel, when the presence of a companion will not interfere with successful completion of business objectives. ~~Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved.~~ Additional expenses arising from such non-business travel are the responsibility of the employee. Any and all companions are responsible for their expenses including meals, room, etc. (the rate paid for rooms by the spouse should be the difference between the lowest single room and double room rate. When a flat rate is charged, then the spouse will not pay).

Nothing shall be charged, paid or reimbursed for travel between an employee's home and the regularly scheduled work place.

Nothing shall be charged, paid or reimbursed for snacks, tobacco products, alcoholic beverages, clothing, medicine, personal care items, personal telephone calls traffic violations, parking tickets or personal vehicle repairs or maintenance.

Nothing shall be reimbursed for costs incurred for family members.

When travel is completed, employees should submit receipts for all individual expenses. Mileage shall be figured on current Internal Revenue Service approved mileage rebates.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

* amended and approved by the Board on October 20, 2009

Intoxicated Patrons

It is a criminal offense to sell or give alcoholic beverages to an intoxicated person. It is the policy of this Board that employees not sell alcoholic beverages to any person who displays visible signs of intoxication. Visible signs of intoxication include but are not limited to:

- Slurred Speech
- Glassy eyes
- Strong odor of alcohol on person
- Swaying or staggering
- Loud
- Using abusive language
- Unsteady on feet
- Harassing other customers

Although one single visible sign alone does not mean a person is intoxicated, employees shall weigh all factors in determining whether or not to sell alcoholic beverages to a potential intoxicated customer. It shall be the employee's sole discretion as to whether or not they sell alcohol to a patron. Supervisors shall not override an employee's decision not to sell alcohol to a patron due to impairment or the patron being underage.

****Clerks reserve the right to refuse service to anyone who appears intoxicated or underage.
Use your judgment; if the sale doesn't feel right...don't make it! ****

Relative's Request

Some family members or relatives may request that an employee not sell to their spouse or relative due to medical condition or dependency issues. It shall be the policy of this Board that the following procedure be followed should such a request be made:

- Explain to the person that as long as the relative is over 21 years old and not intoxicated, the patron is authorized by law and the ABC Board to purchase alcoholic beverages.
- Refer any questions to the General Manager

Compliance Checks

Employees of the Rowan/Kannapolis ABC stores are advised that periodic and unannounced compliance checks will be conducted in our system's stores by Alcohol Law Enforcement officers of our system or the State ALE Division. Employees who transact an improper sale are subject to criminal citation as well as further internal disciplinary action, up to and including termination of employment.

GIFT POLICY

The ABC Board personnel must, at all times, be discrete in relations with outsiders, friends and other employees of the ABC Board. Gifts or favors offered at Christmas, or at other times, which would place the ABC Board, or any of its employees in an undesirable position or injure ABC Board's relations with the donor, cannot be accepted.

Small mementos, such as calendars, desk pads, notebooks, pencils, etc, which are distributed by a donor to business customers and friends may be accepted. However, any gift of real monetary value will be courteously but firmly refused. The spirit prompting gifts is usually commendable, but acceptance of gifts, regardless of the spirit in which they are offered, may be compromising or misunderstood.

Any employee who has a complaint of sexual or any other form of harassment at work by anyone including supervisors, co-workers, or customer must bring their complaint to their supervisor and the General Manager. If the complaint involves someone in the employee's direct line of command, then the employee may go to the next highest supervisor in the line of command.

All complaints will be handled in confidence in order to maintain the privacy of the complainant. All employees should be aware that the privacy of the charging party and the person accused of sexual harassment will be kept strictly confidential.

The General Manager will retain confidential documentation of all allegations and investigations and will take appropriate corrective action, including disciplinary action, up to and including termination of employment to remedy all violations of this policy.

Supervisory conduct must be free of any behavior that may be considered discriminatory or harassing or any actions, which may be interpreted as being taken for personal gain or advantage.

The General Manager will inform the entire ABC Board of any and all harassment complaints to be reviewed and decided upon as to obtaining legal assistance.

It is your right and responsibility to report any form of harassment without fear of reprisal.

BUSINESS ETHICS AND CONDUCT

The successful business operation and reputation of Rowan/Kannapolis ABC Board is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of this ABC Board is dependent upon our customers' trust and we are dedicated to preserving that trust. Employees owe a duty to the ABC Board, and its customers, to act in a way that will merit the continued trust and confidence of the public.

ABC Board will comply with all applicable laws and regulations and expects its directors and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should be discussed openly with your immediate supervisor and, if necessary, with the General Manager for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every ABC Board employee. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

OUTSIDE EMPLOYMENT

The work of the Rowan/Kannapolis ABC Board shall have precedence over the other occupational interest of employees. All outside employment for salary, wages or commissions and all self-employment must be reported to and approved by the General Manager. Conflicting outside employment shall be grounds for disciplinary action up to and including dismissal.

In the event you are absent from work from the Rowan/Kannapolis ABC Board, an employee is not permitted to accept and/or continue with a second job. (If you are too sick/hurt to work for the ABC, you are too sick/hurt to work your second job!)

CONFLICTS OF INTEREST

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Rowan/Kannapolis ABC Board wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Rowan/Kannapolis ABC Board's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No member of a local Board or employee thereof shall have any direct or indirect interest, in any firm, corporation, company, or enterprise which manufacturers produces buys, mixes, bottles, sells, stores or transports alcoholic beverages.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of Rowan/Kannapolis ABC Board as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Rowan/Kannapolis ABC Board does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Rowan/Kannapolis ABC Board.

POLITICAL ACTIVITY

Every employee of the Rowan/Kannapolis ABC Board has a civil responsibility to support good government by every available means and every appropriate manner. Each employee may join or affiliate with civic organizations of a partisan or political nature, may attend political meetings, may advocate and support the principles or policies of civil or political organizations in accordance with the Constitution and Laws of the State of North Carolina and in accordance with the Constitution and Laws of the United States of America. However, no employee of the Rowan/Kannapolis ABC Board shall (1) engage in any political activity while on duty, (2) be required, as a duty of his office of employment, or as a condition of employment or promotion, or tenure of office to participate in, contribute to, solicit for, or act as custodian of, funds for political

Prescription Drug Policy

It is the employees' responsibility to report all prescription drug use which may affect their ability to carry out daily job duties to their immediate supervisor. Employees may be asked to produce a copy of their prescription at the employer's request. Misuse of prescription drugs may be grounds for immediate termination of the employee.

Employment of Relatives

The Rowan/ Kannapolis ABC Board shall not employ two members of an immediate family. Immediate family is defined as spouse, children, parent, siblings, grandparents and grandchildren.

Probationary Period

All appointments or promotions to regular positions in the service of the Rowan/Kannapolis ABC Board shall be for a probationary period of three (3) months. At the conclusion of the probationary period, The Managers or General Manager will conduct a formal evaluation, during which the following shall be assessed.

- Discuss the employee's progress, accomplishments, strengths, failures, and weaknesses with the new or promoted employee.
- Decide whether the new or promoted employee is performing satisfactory work.
- Decide whether the new employee should be retained, or whether the employee's probationary period should be extended for a period of additional time.
- Decide whether the employee should be discharged or if on probation following a promotion, possibly reinstating the employee to his former position.
- The formal evaluation form should be signed by the employee, Manager and General Manager and filed in the employee's personnel file.

If retained, the employee shall be considered a regular employee. Regular employee status shall in no way be considered as a promise of continued employment, as the Board may terminate any employee at will. An employee may be dismissed during the probationary period at any time the General Manager believes the employee not capable of performing his assigned duties.

Confidentiality

The protection of confidential business information is vital to the success of this ABC Board. These records are the property of the System and the System protects the confidentiality of the information contained within them. These files contain documentation regarding all aspects of the employee's tenure with the ABC System, such as performance appraisals, beneficiary designation forms, disciplinary warning notices, and letters of commendation. Employee records may not be copied or removed from the premises unless required by law or authorized in writing by the General Manager. The employee is entitled to review his or her personnel records upon request and under supervision. If you are interested in reviewing your file, contact the General Manager.

Classification/Pay Plan for The Rowan/Kannapolis ABC System

The data contained on this page is included as an official and duly adopted addendum to the Personnel Policy of the Rowan/Kannapolis ABC System. The ABC Board will periodically review this Pay Plan and reserves the right to amend this plan at its discretion.

The Pay Plan: Salary ranges represented within each pay level indicate the minimum, mid-range and maximum annual salary for that job classification. At the discretion of the General Manager and/or with the authorization of the ABC Board any employee may receive COL and/or Merit increases within a pay level up to the maximum pay level of that classification. At the discretion of the General Manager, a new employee may start at any salary amount within a pay level, except the maximum, based on experience, qualifications and competitive factors. Current employees promoted to a higher job classification will be compensated in accordance with the pay ranges of the new classification. The General Manager shall set the compensation of a promoted employee based on current pay, added responsibility, past employee evaluations, cost center impact and competitive factors. The basic calculating factor for the overall fulltime salary scale by job classification is 1.5 (from Entry level to Maximum). The Rowan/Kannapolis ABC Board reserves the right to amend this plan at any time.

<u>Classification</u>	<u>Entry Level</u>	<u>Minimum</u>	<u>Mid Range</u>	<u>Maximum</u>
General Manager/CEO	\$60,000	\$63,000	\$75,000	\$90,000
Admin. Asst./ Controller	\$35,000	\$36,750	\$47,500	\$60,000
Warehouse Mgr/Purchasing	\$34,000	\$35,700	\$44,500	\$55,000
Store Manager	\$32,000	\$33,600	\$41,000	\$52,000
Sr. Clerk/Asst. Mgr.	\$30,000	\$31,500	\$37,500	\$46,500
Clerk/Warehouse	\$28,000	\$29,400	\$35,000	\$42,000
Store Clerk/LBD Clerk	\$26,500	\$27,825	\$33,125	\$39,750
Receptionist (vacant)	\$22,800	\$23,940	\$26,500	\$30,000
Part-Time Assigned: \$10.50/hr. minimum to \$18/hr. maximum				
Part-time On-Call (non-supervisory): \$8.50/hr minimum to \$12.50/hr maximum.				

Law Enforcement Division:

Chief/ AIC	\$40,000	\$42,000	\$50,000	\$60,000
Agent	\$35,500	\$37,200	\$44,375	\$46,800
Education Specialist	\$31,200	\$32,760	\$39,000	\$46,800
Part-time LE Agent	\$15/hr	\$15.75/hr	\$17.50/hr	\$20/hr
Part-time store security	\$20/hr. by current contract with law enforcement agencies.			

Adopted by the Rowan/Kannapolis ABC Board effective January 1, 2007 as an official addendum to the Personnel Plan. **Amended 11/08.**

Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699

RECEIVED

NOV 30 2009

NC ABC COMMISSION

Name of ABC System Rowland

ABC Employees

1. How many employees does your ABC system have? full-time 1 part-time 1
other _____

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME Glenda Locklear TITLE manager
SALARY \$ 19,800 BONUS \$ 100 BENEFITS Yes ☐ No ☒ HIRE DATE 9-95

NAME Ronald McCallum TITLE clerk
SALARY \$ 4,011 BONUS \$ 75 BENEFITS Yes ☐ No ☒ HIRE DATE 11-03

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME Glenda Locklear TITLE manager
SALARY \$ 17,400 BONUS \$ 100 BENEFITS Yes ☐ No ☒ HIRE DATE 9-95

NAME Ronald McCallum TITLE clerk
SALARY \$ 5,306 BONUS \$ 75 BENEFITS Yes ☐ No ☒ HIRE DATE 11-03

NAME Sarah Green TITLE clerk
SALARY \$ 1,900 BONUS \$ _____ BENEFITS Yes ☐ No ☒ HIRE DATE 8-96

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME Glenda Locklear TITLE manager
SALARY \$ 15,600 BONUS \$ 75 BENEFITS Yes ☐ No ☒ HIRE DATE 9-95

NAME Ronald McCallum TITLE clerk
SALARY \$ 4,119 BONUS \$ 50 BENEFITS Yes ☐ No ☒ HIRE DATE 11-03

NAME Sarah Green TITLE clerk
SALARY \$ 5,391 BONUS \$ 50 BENEFITS Yes ☐ No ☒ HIRE DATE 8-96

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

NAME _____ TITLE _____
SALARY \$ _____ BONUS \$ _____ BENEFITS Yes ☐ No ☐ HIRE DATE _____

3. Please attach a list of the benefits you pay to your 5 highest paid employees.

4. List the names of your board members and their annual board compensation for Fiscal Year 2009

Bernard Lowry - \$880 Eddie Smith - \$480
Howard Jackson - \$480

Fiscal Year 2008

Bernard Lowry - \$880 Eddie Smith - \$480
Howard Jackson - \$480

Fiscal Year 2007

Bernard Lowry - \$880 Eddie Smith - \$480
Howard Jackson - \$480

5. Do your board members receive insurance or retirement benefits? Yes ☐ No ☒ If yes, what are they? _____

6. Do your board members receive other compensation for their service Yes ☐ No ☒ If so, what? _____

7. Do you have a travel policy for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

8. Do you have an ethics policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

9. Does your ethics policy prohibit receipt of gifts, including for example, entertainment tickets, bottles of alcohol, goods or services? Yes ☐ No ☐

10. Does your ethics policy allow payment of meals or other travel expenses by industry members or private dollars? Yes ☐ No ☐

11. Do you have a nepotism policy in place for board members/employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

12. Do you have a standard process for setting salary and compensation ranges for ABC employees? Yes ☐ No ☒ If yes, when was it instituted? _____ Please attach a copy.

13. Do you pay a car allowance for board members/employees? Yes ☐ No ☒ If so, how much is it per year total and who receives it? _____

14. For your individual board members (and family members if applicable) what was the total travel expense paid or reimbursed from all sources, public and private for ABC-related functions in Fiscal Year 2009? 0

Submitted by Name Glenda Lockie Title: manager Date: 11-24-09

Rowland ABC

3. Employees who are regularly scheduled to work on a holiday are paid for that day if it's a mandatory holiday and the store is closed. If an employee is off on a mandatory holiday they are not paid for it.

The store manager is given two weeks paid vacation time per year.

**Local ABC System
Compensation and Benefits Survey
Please Return on or before December 1, 2009
To Laurie Lee, NC ABC Commission
4307 Mail Service Center, Raleigh NC, 27699**

Name of ABC System TOWN OF RUTHERFORDTON

ABC Employees

1. How many employees does your ABC system have? full-time 4 part-time
other

2. What are the names, titles, total annual compensation (salaries plus bonuses), benefits (410(k), health, retirement, other) and hire date for the 5 most highly paid employees of your system for the following periods:

Fiscal Year 2009 (July 1, 2008 – June 30, 2009)

NAME LINDA CHALLAND TITLE MANAGER
SALARY\$ 46781.36 BONUS \$ BENEFITS Yes ☒ No ☐ HIRE DATE 10-15-79

NAME CLARENCE TURNER TITLE CHIEF CLERK
SALARY\$ 30980.96 BONUS \$ BENEFITS Yes ☒ No ☐ HIRE DATE 3-6-89

NAME RUSSEL HESTER TITLE CLERK
SALARY\$ 29258.76 BONUS \$ BENEFITS Yes ☒ No ☐ HIRE DATE 10-11-04

NAME MICHAEL SPURLIN TITLE CLERK
SALARY\$ 26851.91 BONUS \$ BENEFITS Yes ☒ No ☐ HIRE DATE 2-12-07

NAME TITLE
SALARY\$ BONUS \$ BENEFITS Yes ☐ No ☐ HIRE DATE

Fiscal Year 2008 (July 1, 2007 – June 30, 2008)

NAME LINDA CHALLAND TITLE MANAGER
SALARY\$ 43008.01 BONUS \$ BENEFITS Yes ☒ No ☐ HIRE DATE 10-79

NAME CLARENCE TURNER TITLE CHIEF CLERK
SALARY\$ 28783.77 BONUS \$ BENEFITS Yes ☒ No ☐ HIRE DATE 3-89

NAME RUSSEL HESTER TITLE CLERK
SALARY\$ 27417.45 BONUS \$ BENEFITS Yes ☒ No ☐ HIRE DATE 10-04

NAME MICHAEL SPURLIN TITLE CLERK
SALARY\$ 23424.12 BONUS \$ BENEFITS Yes ☒ No ☐ HIRE DATE 2-07

NAME TITLE
SALARY\$ BONUS \$ BENEFITS Yes ☐ No ☐ HIRE DATE

Fiscal Year 2007 (July 1, 2006 – June 30, 2007)

NAME LINDA CHALLAND TITLE MANAGER
SALARY\$ 40960.01 BONUS \$ BENEFITS Yes ☒ No ☐ HIRE DATE 10-79

NAME CLARENCE TURNER TITLE CHIEF CLERK
SALARY\$ 26955.22 BONUS \$ BENEFITS Yes ☒ No ☐ HIRE DATE 3-89

THE BOARD PROVIDES HEALTH INSURANCE ONLY FOR EMPLOYEES THROUGH MUNICIPAL INSURANCE TRUST OF NC. EMPLOYEES ONLY ARE ENROLLED IN THE NC RETIREMENT SYSTEM - LOCAL GOVERNMENTAL

